

**FUEL DISTRIBUTION
SYSTEM WORKER
WG-5413-06**

FUELS

I. POSITION AND ORGANIZATION INFORMATION**Position:**

Fuel Distribution System Worker, WG-5413-06

Purpose of position:

The primary purpose of this job is to operate one or more specialized stations in a fuel distribution system performing a single operation to receive, store, issue, account for, and maintain control of ground and aircraft fuel.

Organization:

Fuels Branch, Airfield Support Div

Organization goals:

This position is primarily responsible for the meeting, directing, parking, refueling and defueling of aircraft; issueing of ground fuels, operation of the vehicular service station and collection of waste petroleum products. Subordinate duties include runway sweeping, pick-up and delivery of materials and mail as needed and in support of the Distribution Branch function.

II. MAJOR DUTIES**A. Duty (Critical):**

Receives propane, nitrogen, oxygen, MOGAS and aircraft fuels by tanker truck or pipeline at a fuel distribution work station. Inspects receiving documents for transfer operation. Determines proper storage tank and opens appropriate valves so fuel can be received. Closes valves when transfer is complete. Completes receipt documents and records amounts of fuel transferred. Receives and stores motor oil. Safely receives and stores LAU-7 receivers. (FUEL01BJ, BM, BN, BO, BP, BQ, BR BT) (16%)

Tasks:

1. Adheres to locally established procedures, technical manuals, regulations, and instructions concerning the receipt of fuels.
2. Determines proper storage tanks for fuel received.
3. Inspects and reviews receiving documents for accuracy and completeness.

Selected Staffing KSAs:

A1, A2, A3, A4

B. Duty (Critical):

Issues fuel, motor oil, liquid/gaseous nitrogen and oxygen, and propane from fuel distribution facility work station to motor vehicles, refueling units, hose-carts, or transfers fuel to aircraft refueling trucks from storage tanks. Checks condition of tanks, couples and uncouples hoses, and reads meters. Opens and closes valves, starts and stops pumps, and records amounts transferred. Directs refueling unit operators in positioning vehicles for fillstand. May occasionally operate a ground fuel vehicle to transport and dispense fuel. (FUEL01AQ, AU, AV, AW, BF, BX, BY, BZ) (50%)

Tasks:

1. Follows proper procedures for opening/closing valves and starting/stopping pumps.
2. Records fuel transfers in accordance with technical manuals and regulations.
3. Directs fueling unit operator in positioning the vehicle for fillstand.

Selected Staffing KSAs:

A1, A2, A3, A4

C. Duty (Critical):

Makes daily, weekly, and monthly inspections of assigned work stations and performs housekeeping duties. Uses pertinent technical orders and manuals to determine discrepancies. Records discrepancies and repairs on prescribed forms. Reports discrepancies to supervisor. Checks, cleans, and services the facility in accordance with appropriate technical orders and manuals. Polices area daily and keeps buildings, equipment, and tools clean and properly stored. (FUEL01AD, AE, AF, AG, AH BS, BU, BW, BV & FUEL02AE) (15%)

Tasks:

1. Identifies discrepancies to ensure compliance with established guidance.
2. Records discrepancies on appropriate documents as described in technical orders and manuals.
3. Maintains facilities, equipment, and system areas in a clean and serviceable condition in accordance with security, fire, and housekeeping regulations.
4. Conducts routine quality testing of fuel products and reports findings to the supervisor. (COREDOC modification)
5. Conducts daily inventory of fuel tanks and reports measurements. (COREDOC modification)

- Performs minor repairs (e.g. replace runway lights, replace ~~in~~ downed signs, etc)

Selected Staffing KSAs:

A1, A2, A3, A4

D. Duty (Critical):

Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment. Uses and assures proper fit of required safety equipment (i.e., foot, eye, and ear protective gear) and clothing (i.e., cotton). Follows federal and state rules when storing, using, handling, labeling, and disposing of hazardous materials and waste in accordance with environmental standards. Performs clean-up duties, such as cleaning equipment, sweeping, straightening, and lining up tools and other property in the assigned area. FUEL01AB, AL, AW, AX, BG, BK, & FUEL02AC) (10%)

Tasks:

1. Operates equipment in a safe manner, applying established safety rules and regulations to minimize minor violations and to avoid major violations due to employee error or negligence.
2. Adheres to safety and security procedures and regulations and promptly reports any observed or identified violations in accordance with established guidelines.
3. Complies with environmental laws and regulations when working with chemicals and disposing of toxic and hazardous waste.

Selected Staffing KSAs:

A1, A2, A3, A4

E. Duty (Critical):

Drives one or more types of heavy vehicles, such as runway sweepers, platform trucks, van trucks, or stake trucks, which are typically equipped with air brakes. Exercises caution when backing to load/unload at docks, ramps, or similar locations. Determines manner and sequence of loading to achieve balance and protection for fragile items. May load/unload vehicles by hand with or without assistance. May operate power take-off equipment such as hydraulic dumps or lifts. (5%)

Tasks:

1. Operates trucks and associated equipment in accordance with established procedures and local regulations.
2. Ensures that cargo is properly distributed, secured, and protected from the weather to prevent damage or loss while in transit.
3. Occasionally provides pick-up and delivery of materials.

4. Operates runway sweeper to provide scheduled runway sweeping at Aircraft Operations and performs minor repair/maintenance. Reports repair/maintenance needs that cannot be accomplished by the employee.

Selected Staffing KSAs:

A5, A6, A7, A8, A9, A10, A11

F. Duty (Non-Critical):

This position provides cross-functional support to meet the needs of the Airfield Support Division. Assignments are unscheduled and on an "as-needed" basis to meet peak workload demands. (4%)

Tasks:

1. Dispatch ground support equipment.
2. Deliver material operating motor vehicles with GVW of 10000 lbs or less.

Selected Staffing KSAs:**G. Other Work Requirements**

1. The employee is required to work rotating shifts.
2. This is a Testing Designated Position. The employee is subject to random drug testing.
3. This position requires employee to work under adverse environmental conditions.
4. This position requires the employee to drive a motor vehicle. An appropriate, valid driver's license is required for the position.

III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)

A. Selected Staffing KSAs:

1. Knowledge of the operation of one or more specialized stations in a fuel distribution system.
2. Skill in manipulating a small number of controls to regulate flow of liquids in a safe and efficient manner.
3. Ability to follow oral and written instructions.
4. Ability to use judgment in deviating from instructions where operating instructions and safety regulations outline alternatives.
5. Knowledge of and skill in operating one or more gasoline, diesel, or electric powered wheeled vehicles with a GVW of more than 26,000 and up to 32,000 pounds such as platform trucks, van trucks, stake trucks, trash/garbage trucks, or dump trucks. Also includes operation of buses capable of carrying over 16 passengers.
6. Knowledge of cargo handling and hauling and techniques for safeguarding and protecting cargo.
7. Knowledge of traffic and safety regulations, practices, and procedures pertaining to motor vehicle operation.
8. Knowledge of passenger safety rules including those regarding the use of seatbelts.
9. Ability to judge road/traffic conditions and read installation maps to determine the shortest and safest route.
10. Ability to judge road/traffic conditions and read installation maps to determine the shortest and safest route.
11. Reliability and dependability to meet pickup and delivery deadlines and schedules.

B. Basic Training Competencies:

1. Knowledge of the operation of one or more specialized stations in a fuel distribution system.
2. Skill in manipulating a small number of controls to regulate flow of liquids in a safe and efficient manner.
3. Ability to follow oral and written instructions.
4. Ability to use judgment in deviating from instructions where operating instructions and safety regulations outline alternatives.
5. Knowledge of and skill in operating one or more gasoline, diesel, or electric powered wheeled vehicles with a GVW of more than 26,000 and up to 32,000 pounds such as platform trucks, van trucks, stake trucks, trash/garbage trucks, or dump trucks. Also includes operation of buses capable of carrying over 16 passengers.
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8. Knowledge of passenger safety rules including those regarding the use of seatbelts.
9. Ability to judge road/traffic conditions and read installation maps to determine the shortest and safest route.
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11. Reliability and dependability to meet pickup and delivery deadlines and schedules.

IV. CLASSIFICATION FACTORS

Factor 1. Knowledge

1. Required to know how to operate one or more specialized work stations, such as a hydrant refueling system, and to demonstrate skill in manipulating a small number of controls to regulate the flow of the liquids in a safe and efficient manner.

2. -- Knowledge of and skill in operating one or more gasoline, diesel, or electric powered wheeled vehicles with a GVW of more than 26,000 and up to 32,000 pounds, including operating power take-off equipment and other accessories/attachments.

-- Knowledge of the height, weight, width, and length of the vehicles in order to judge overhead and side clearance, the turning radius, braking distance, and safe distance to be maintained from other vehicles. Skill in applying this knowledge to maneuver vehicle in congested areas and when backing vehicle to ramps, docks, or similar locations.

-- Knowledge of installation safety and traffic rules and regulations for operating vehicles. Skill in defensive driving techniques.

-- Skill in reading and understanding installation maps and other locator documents, and in determining the shortest and safest route, considering the weight and size of the vehicle and any road restrictions.

-- Knowledge of the operator's manual for assigned vehicles. Knowledge to recognize developing maintenance problems when conducting operator inspections and reporting problems to the supervisor.

-- Knowledge of and skill in loading and arranging cargo properly onto the vehicle using appropriate tie-downs such as chains, binders, or straps for safe transit of cargo to prevent shifting, protect cargo, and mark dangerous or protruding cargo.

-- Knowledge of passenger safety rules.

Factor 2. Responsibility

A higher grade worker or a supervisor assigns the responsibility for performing work according to prescribed operating instructions. Incumbent is required to follow instructions without deviation except as permitted by the

supervisor or higher grade worker or where operating instructions and safety regulations outline alternatives. Work is spot-checked for compliance with procedures and instructions.

Factor 3. Physical Effort

Exerts light to moderate physical effort while performing duties. May lift or carry items that weigh up to 50 pounds. Heavier items are moved with assistance from others or with weight handling equipment. Work requires considerable standing, walking, bending, climbing, and working in cramped conditions.

Factor 4. Working Conditions

Work may be performed inside or outside. May be exposed to extreme weather conditions. Hazards in the work area include possible dangers from fire, explosion, and noxious fumes. Subject to prolonged exposure to loud noises.

V. CLASSIFICATION SUMMARY

In this position:

- Duty A. 16% WG-5413-06 Fuel Distribution System Worker
Receives Aircraft Fuels
- Duty B. 50% WG-5413-06 Fuel Distribution System Worker
Issues Fuel
- Duty C. 15% WG-5413-06 Fuel Distribution System Worker
Makes Inspections
- Duty D. 10% WG-5413-06 Fuel Distribution System Worker
Utilizes Safety Practices
- Duty E. 5% WG-5703-06 Motor Vehicle Operator
Drives Heavy Vehicles
- Duty F. 4% WG-User defined duty. Not classified by system. The final grade may or may not be appropriate.-
Miscellaneous Duties

List of Modified Duties and Factors:

Duty A. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty B. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty C. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty D. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty E. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty F. has been added.

OPM Job Grading Standard for Motor Vehicle Operator, WG-5703, TS-61 dated April 1991.

Remarks:

1. Reference: DOD Field Advisory Services (FAS) Digest of Significant Classification Decisions, Book 2, page 1. Infrequent trips off base to single destinations on a predetermined route may not be enough (regular and recurring) to credit the full range of driving on public roads or equivalent (the higher grade). Position Classification Specialists should review this FAS decision in conjunction with the actual job requirements when deciding on the appropriate standard core personnel document (SCPD). Also on the use of "or equivalent", an OPM appeal decision regarding Firefighters has stated that

the typical flightline does not meet the "congested industrial areas" definition. This SCPD is for employees who drive primarily on base or under limited conditions off base.

2. "Physical Effort" is described in overall terms as light, moderate, or heavy, however, it should be understood that the physical effort required for driving increases

FWS Job Grading Standard for Fuel Distribution System Operator, WG-5413, TS-69 dated July 1993; FWS Job Grading Standard for Motor Vehicle Operator, WG-5703, TS-61 dated April 1991.

Remarks: Operation of a ground fuel truck is performed only occasionally and is considered incidental to the work of the position. It is not a prerequisite for qualification/recruitment or other specific personnel purpose. Therefore, no parenthetical title is appropriate.

The job titling, coding, and grading information in this program is based on the US Job Grading System for Trades and Labor Occupations and US OPM Definition for General Equipment Operating, WG-4741.

Grade: WG-06

VI. PERFORMANCE MANAGEMENT PLAN**A. Specific Objectives**

Performance Objective 1:

Receives aircraft fuels by tanker truck or pipeline at a fuel distribution work station. Inspects receiving documents for transfer operation. Determines proper storage tank and opens appropriate valves so fuel can be received. Closes valves when transfer is complete. Completes receipt documents and records amounts of fuel transferred.

Performance Objective 2:

Issues fuel from fuel distribution facility work station to motor vehicles, refueling units, hose-carts, or transfers fuel to aircraft refueling trucks from storage tanks. Checks condition of tanks, couples and uncouples hoses, and reads meters. Opens and closes valves, starts and stops pumps, and records amounts transferred. Directs refueling unit operators in positioning vehicles for fillstand. May occasionally operate a ground fuel vehicle to transport and dispense fuel.

Performance Objective 3:

Makes daily, weekly, and monthly inspections of assigned work stations and performs housekeeping duties. Uses pertinent technical orders and manuals to determine discrepancies. Records discrepancies and repairs on prescribed forms. Reports discrepancies to supervisor. Checks, cleans, and services the facility in accordance with appropriate technical orders and manuals. Polices area daily and keeps buildings, equipment, and tools clean and properly stored.

Performance Objective 4:

Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment. Uses and assures proper fit of required safety equipment (i.e., foot, eye, and ear protective gear) and clothing (i.e., cotton). Follows federal and state rules when storing, using, handling, labeling, and disposing of hazardous materials and waste in accordance with environmental standards. Performs clean-up duties, such as cleaning equipment, sweeping, straightening, and lining up tools and other property in the assigned area.

Performance Objective 5:

Drives one or more types of heavy vehicles, such as platform trucks, van trucks, stake trucks, trash/garbage trucks, or dump trucks, which are typically equipped with air brakes. May drive over rough, uneven terrain or unimproved roads on the installation for trips to the installation landfill or outside materials storage areas. Exercises caution when backing to load/unload at docks, ramps, or similar locations. Determines manner and sequence of loading to achieve balance and protection for fragile items. May

load/unload vehicles by hand with or without assistance. May operate power take-off equipment such as hydraulic dumps or lifts. Reads installation maps and judges road/traffic conditions to determine the shortest and safest route.

Performance Objective 6:

The employee performs various duties involving the control, processing and delivery of incoming mail. Factors such as the specialized subject matter of the material are considered in sorting, controlling and determining the appropriate action office to which the materials should be referred.

Performance Objective 7:

The employee processes an extensive variety of types of materials for outgoing mail or further routing.

Performance Objective 8:

The employee assists the supervisor of the installation postal center in accomplishing mail delivery service, including military personal mail for personnel assigned to the installation or tenant activities. Serves as alternate liaison with the U.S. Postal Service (USPS).

Performance Objective 9:

Performs operator maintenance of fuel storage and dispensing equipment and aircraft refueling vehicles. Makes minor repairs to tanks, pumps, and valves by replacing packing, tightening seals, and installing gaskets. Greases, packs, cleans, lubricates, and adjusts valves, pumps, and motors. Cleans ground cables and jumpers. Performs operator maintenance on aircraft refueling vehicles by checking, cleaning, and servicing the interior and exterior of refueling units. Services filters, hoses, pumps, segregators, and valves. Inspects fuel lines for leaks or air vents. Checks and replenishes fuel, oil, water, tire pressure, and battery water. Performs operator maintenance on cryotainers such as cleaning, adjusting, and making minor repairs. Informs supervisor of major maintenance requirements.